

State of Hawaii

Job Description

Para-Medical Assistant - Hospital

(Position Description, Class Specification & Minimum Qualification Requirements)

Entry Level Work	HE-2	6.725
Full Performance Work	HE-4	6.726

Function and Location

This position works in a hospital and provides direct patient care through the performance of a variety of nursing support tasks in accordance with established methods and procedures. The position may work on rotating shifts and in a variety of care units (e.g., medical, surgical, SNF, ICF, etc.).

Key Duties and Responsibilities

1. Give patients tub, sponge, and bed baths. Assist ambulatory patients with showers. Give showers to non-ambulatory patients using a shower gurney.
2. Assist patients with toileting (e.g., position bedpans, escort patients to commode/urinals, help with bladder and bowel training, etc.).
3. Assist patients with dressing, grooming and personal hygiene activities (e.g., shave, shampoo hair, apply lotion to skin, trim nails, etc.).
4. Assist patients with oral hygiene (e.g., brush teeth, care for dentures, etc.).
5. Measure and accurately record intake and output on appropriate forms in the patient's record.
6. Give enemas (soap suds, tap water, Fleet, and retention) under the supervision of the nurse.
7. Collect stool, urine, and sputum specimens for analysis.
8. Take temperature, pulse, respiration, blood pressure, height and weight; accurately record on appropriate forms in the patient's chart, and report all abnormal readings or sudden changes to the nurse.

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9. Document actions done for the patient and observations of the patient's condition and behavior in the patient's record on hospital-approved flow sheets. Documentation is in accordance with clearly defined parameters. Report abnormal and/or sudden changes in a patient's condition and/or behavior to the nurse.
10. Position, lift, and transfer patients in and out of bed using special equipment, as necessary.
11. Move and turn patients, and assist with range of motion exercises.
12. Prepare patients for meals; pass trays after verifying with the diet chart that the meal is correct. Feed patients who are unable to or have difficulty feeding themselves.
13. Make occupied and unoccupied beds.
14. Transport patients on gurneys and wheelchairs to other areas of the hospital.
15. Participate in carrying out recreational activities and/or groups such as remotivation, reality orientation, and outings. Implement activities which have been planned by the RPN or other professional staff.
16. Contribute to the patient's care plan by reporting possible nursing care plan additions or deletions to the RPN.
17. Perform routine treatment procedures as directed by the charge nurse.
18. Apply oxygen via nasal cannula, simple mask, and/or nebulizer mask, at the direction of the charge nurse.
19. Adhere to safety/infection control policies and procedures. Report unsafe equipment.
20. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
21. Communicate and interact with patients and families in a positive and courteous manner.
22. Use the principles of growth and development to assess each patient's age-specific needs and provides age-specific treatment and care.

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23. Maintain the strictest confidentiality of all facility and facility-related employee information.

Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

Assist patients in the admission, transfer and discharge process; assume responsibility for patients' clothing and personal property and secure items in accordance with established procedures; sterilize equipment and supplies using germicides, sterilizer, or autoclave; report broken or malfunctioning equipment; attend and participate in in-service education programs to keep abreast of current practices, policies and procedures; and perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties at the Full Performance Level

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to the patients of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

Controls Exercised over the Work

A Registered Professional Nurse provides supervision to the position.

Instructions Provided: Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new, unusual, or emergency situations.

Review of Work: Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure that acceptable practices are followed.

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Entry Level Qualifications Required

Knowledge of: Personal hygiene and bodily care.

Ability to: Read, write, speak and understand simple sentences in English; follow oral and written instructions precisely; get along well with others; acquire and demonstrate an attitude of respect toward patients with a variety of disabilities; retain emotional stability despite emotional and physical pressures; develop an appreciation of nursing and medical ethics.

Certification Required: Certification in Basic Cardiac Life Support (BCLS) must be obtained during the probationary period.

Supplemental Prerequisite Qualifications Required for Positions Providing Care Services in a Skilled Nursing Facility (SNF) or Intermediate Care Facility (ICF):

Certification Required: Applicants must obtain a valid State of Hawaii Nurse Aid Certificate or comparable certification which demonstrates knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); the aging process; first aid; patient rights; universal precautions; infection control; body mechanics; purpose and benefits of activities of daily living (i.e., eating/feeding, providing fluids, bathing, dressing, etc.); purpose and benefits of restorative care (i.e., use and application of assistive devices; range of motion activities; bowel and bladder training; correct use of bed pans, urinals, and/or commodes, etc.); and basic medical and nursing terminology. Such certification must be obtained within four (4) months of employment.

Depending on the needs of the facility, some applicants may need to meet this requirement upon application or within less than four (4) months of employment

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Personal Characteristics: Patience, tact, an even temperament in meeting and dealing with others, and productive work habits.

Physical Requirements: All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

Sensory: Read typewritten and/or handwritten notes in patient charts; observe changes in patient skin color; observe patients participating in recreational activities; hear through a stethoscope to measure a patient's blood pressure.
Coordination and Dexterity: Assist patients with personal care activities (e.g., bathing, dressing, toileting, etc.).
Strength and Stamina: Lift, assist, and transfer patients; transport patients; and subdue uncontrolled patients.
Mobility: Chase a runaway patient; move freely throughout the work setting; and respond to emergency situations quickly.

(These requirements are supplemented by the Physical Requirements Specifications, Part III, for Para-Medical Assistant classes, Appendix 8.)

Prerequisite Qualifications Required for the Full Performance Level

In addition to the Entry Level Qualifications Required for the applicable work setting:

Experience and Essential Knowledge and Abilities: One (1) year of work experience in a health facility such as a hospital or similar medically oriented institution where the primary or basic objective was to observe and report on a variety of physical and/or mental symptoms and conditions and implement care and/or treatment procedures for a caseload of patients. Such experience must have demonstrated knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); first aid; patient rights; universal precautions; infection control; body mechanics; principles of growth and development; purpose and benefits of activities of daily living (i.e., eating/feeding, providing fluids, bathing, dressing, etc.); purpose and benefits of restorative care (i.e., use and application of assistive devices, range of motion activities, etc.); basic

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medical and nursing terminology; and the ability to assist and participate in the activities of the treatment team; assess each patient's age specific needs; and independently provide age specific direct personal care services to a caseload of patients.

Substitutions Allowed: Completion of a practical nursing or professional nursing curriculum from an accredited school substitutes for the experience required for the full performance level.

Desirable Qualifications: Knowledge of multiple/differing cultures; oral and written communication skills; good observation skills and ability to recall and report/document a series of events accurately; positive attitude; tolerant of unusual, irritating behavior (e.g., slow, repetitive, forgetful, confused, incontinent, messy).

REVISED JOB DESCRIPTION ESTABLISHED: October 1, 2000